5. Criteria for Establishing Qualifications of Faculty (AQ/PQ)

Date of last process review/modification, CEC: December 14, 2010
Effective Fall 2009

Background
In NMSU’s role as a land grant institution, faculty and staff are called to respond to the varied needs of the State of New Mexico. The university’s revision to promotion and tenure guidelines (NMSU Policy Manual Section 5.90) based on an expanded view of scholarship is indicative of this responsibility.

In addition to the creation and dissemination of basic knowledge consistent with the scholarship of discovery, the College accepts its responsibility to provide intellectual services that address the broader needs of the state. Such needs are often more consistent with the scholarships of integration, application and teaching. Within the College of Business specifically, examples of such scholarship might include conducting policy analyses, assisting with economic development, or adapting educational methods to the unique, multicultural milieu that is New Mexico.

Thus, while the College’s mission statement places its greatest emphasis on disciplinary research, practitioner and pedagogical based research are also highly valued, especially to the extent that they address the unique needs of the State of New Mexico. The College of Business’ academic and professional qualification standards reflect its desire to meet both academic and state goals by identifying a broad array of activities that move faculty members toward qualification.

AACSQ Standard 10: The faculty has, and maintains, intellectual qualifications and current expertise to accomplish the mission and to assure that this occurs, the school has a clearly defined process to evaluate individual member’s contributions to the school’s mission.

According to AACSQ International standards, “academic qualification requires a combination of original academic preparation (degree completion) augmented by subsequent activities that maintain or establish preparation for current teaching responsibilities.” AACSQ International standards further provide that, “both relevant academic preparation and relevant professional experience will be required to establish a faculty member as professionally qualified.”

For the purpose of determining whether a school satisfies Standard 10, each school is required to adopt criteria for classifying all faculty, regardless of other classifications, as one of the following: “academically qualified”, “professionally qualified” or “other.” The purpose of this document is to articulate the criteria adopted by the NMSU College of Business.

These criteria are designed to ensure that the COB can fulfill its mission by providing overall high quality and continuous improvement in all our academic programs. All faculty in the College of Business have a responsibility to maintain their intellectual capital to support the mission. These criteria, however,
represent a “baseline” and maintenance of qualifications according to these criteria does not necessarily signify performance levels required for continuation of employment, renewal of contract, or grant of tenure or promotion. Faculty should review relevant university, college and departmental policies and guidelines to determine expectations and requirements for these other purposes.

**Academically Qualified Faculty**

The NMSU College of Business defines the standards for an academically qualified faculty member as follows:

**Initial Qualification**

- Faculty members who hold a **doctoral degree**\(^1\) in the area in which they teach are considered academically qualified for a period of five years following the degree award.
- Doctoral students who have completed all but their dissertation (ABD) in their program of study will be considered academically qualified for a period of no more than three years beyond their most recently completed graduate comprehensive examination or other milestone that put the student in the dissertation stage.
- Doctoral students at the NMSU College of Business who are not yet in the ABD stage are also academically qualified; however, these students should be limited in each discipline and subject to a 10 percent limit of total faculty resources.
- Faculty members who hold a doctoral degree in an area other than the area in which they teach may be academically qualified but may need supplemental preparation (as suggested in descriptions 2, 3 and 4 of the AACS8 explanation for Standard 10). A current research record in the teaching field will be accepted as prima facia evidence of academic qualifications regardless of credentials.

**Maintenance of Academic Qualifications**

Academically qualified faculty members are expected to be involved in a variety of continuous development activities that are directly related to their teaching field, and thereby serve to maintain their status as academically qualified. These activities can include:

1. production of intellectual contributions (which may include discipline based research, contributions to practice, and learning and pedagogical research, or some combination of these types),
2. professional development, and
3. current professional experience.

The choice of activities to maintain currency and relevance of may vary across discipline and may change at different times during a faculty member’s career.

**Maintenance of Academic Qualifications for Participation in Undergraduate; Masters and Applied Doctoral Programs**

At the NMSU College of Business, to maintain their academically qualified status, faculty members must engage in activities that total a minimum of 50 points in the previous five years, using the point scale from the **point values table** below. Of the required 50 points, either:

1. at least 20 must be from the publishing of a peer reviewed journal article or
2. 30 must be from scholarly publications.

**Maintenance of Academic Qualifications for Participation in Research Doctoral Programs**

At the NMSU College of Business, to maintain their academic qualifications for participation in the college’s
research doctoral programs (management and marketing), faculty members who participate as instructors and advisors to doctoral students in these programs must engage in activities that total a minimum of 60 points in the previous five years, using the point scale from the point values table below. At least 40 of these 60 points must be from the publishing of peer reviewed journal articles.

**Maintenance of Academic Qualifications for Administrators**
Those with significant administrative responsibilities such as Department Heads and Deans must accumulate 50 points in the previous five years to maintain their academically qualified status, but are exempt from the peer reviewed journal article or scholarly publication(s) requirement. Administrators who are academically qualified under this paragraph and who return to faculty status will continue to be considered academically qualified for a transition period of three years after leaving the administrative position.

**Professionally Qualified Faculty**
The NMSU College of Business defines the standards for a professionally qualified faculty member as follows:

**Initial Qualification**
A faculty member in the College of Business will be considered professionally qualified if s/he meets the following conditions:

1. possess a masters degree in business, or a specialized masters degree, or a higher level degree, in business or specialized professional degree in the area in which they teach; and
2. has professional experience working in an industry, business, governmental agency or non-profit, with job responsibilities related to the field in which s/he is teaching for a period of at least five years (or the equivalent time accumulated over a longer period while working part–time), and
   1. such professional experience continues on at least a part–time basis at the present time, or
   2. such professional experience was discontinued no more than five years prior, or
   3. the faculty member maintained his/her professional qualifications after leaving professional employment through activities similar in quantity and quality as those described below for maintenance of professional qualifications.

**Maintenance of Professional Qualifications**
Professionally qualified faculty members are expected to be involved in a variety of continuous development activities that are directly related to their teaching field, and thereby serve to maintain their status as professionally qualified. These activities can include:

1. production of intellectual contributions,
2. professional development, and/or
3. current professional experience.

At the NMSU College of Business, to maintain their professionally qualified status, a faculty member or administrator must, over the previous 5 year period, either:

1. have continued to work in their professional careers at least quarter–time; or
2. engage in activities that total a minimum of 50 points in the previous five years, using the point scale from the point values table below.

**Point Values for Maintenance of Qualifications**

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<th>Points</th>
<th>Activity</th>
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<tr>
<td>20</td>
<td>Peer reviewed **journal article.**²</td>
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<td>10</td>
<td>**Other scholarly publications:**³</td>
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<td>- Research Monographs, scholarly books, chapters in scholarly books, textbooks, invited article for an academic journal or a practitioner periodical, publications in trade journals.</td>
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<td>- Authoring a significant part of a major public policy analysis for the University, College or Arrowhead Center, Inc.</td>
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<td>- Conducting a significant part of a funded research project including major contribution to a final written report or product.</td>
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<td>- Peer-reviewed proceedings (full paper) from scholarly meetings.</td>
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<td>- Obtaining new professional certification or licensure.</td>
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<td>- For each four weeks working (paid or unpaid) full-time for a business on a discipline-related project.</td>
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<td>- Major editorial responsibilities such as editor-in-chief or executive editor of a journal or practitioner periodical for a one year period.</td>
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<td>- Authoring a significant grant proposal.</td>
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<td>**Other intellectual contributions:**⁴</td>
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<td>- Papers presented at academic or professional meetings, non-peer-reviewed proceedings, publicly available research working papers, papers presented at faculty research seminars, in-house journals, book reviews, written cases with instructional materials, instructional software, and other published instructional materials.</td>
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<td>- For each year the faculty member operates or owns a profitable business with substantial annual revenues (hobby businesses are excluded).</td>
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<td>- For each year served as a member of a board of directors for a for-profit business or a substantial not-for-profit organization.</td>
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<td>- For each 40 hours of discipline-related private consulting.</td>
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<td>- Authorship of a minor report, or a minor portion of a report, resulting from sponsored research.</td>
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<td>- Publishing of a discipline-related newsletter or sequence of reports that attract a regional subscription base or regional industry distribution.</td>
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<td>- For each 4 hours spent attending sessions at academic or professional conference(s) or at seminar sessions providing discipline-related professional development;</td>
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<td>- For each hour spent delivering a continuing education session or seminar that has been certified for credit by a professional or industry or trade group.</td>
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<td>- For each hour devoted to the delivery of an invited presentation or training session, on a topic relevant to the faculty member’s discipline, to business, trade groups, government or non-profit groups.</td>
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**Footnotes**

1. The term “doctoral degree” means completion of a degree program intended to produce scholars capable of creating original scholarly contributions through advances in research or theory. The existence of a current research record in the teaching field will establish academic qualification regardless of type of doctoral degree. Individuals with a graduate degree in law are considered academically qualified to teach business law and legal environment of business courses. Individuals with a graduate degree in taxation or a combination of graduate degrees in law and accounting will be considered academically qualified to teach taxation. (paraphrased from AACSB Standards)

2. Peer reviewed journal articles are intellectual contributions that have appeared in journal article form and were reviewed by academic and practitioner colleagues (footnote 5, Table II, AACSB Standards).
Peer reviewed journal articles are typically articles published in academic journals listed in one of Cabell's Directories of Publishing Opportunities. If the publication is not listed in a Cabell’s Directory, it is the faculty member’s responsibility to provide documentation of the review process. The College of Business subscribes to the Cabell’s online directories for business which can be accessed by our faculty and staff by clicking here [http://cabells.com/memberarea.aspx](http://cabells.com/memberarea.aspx).

3. A “scholarly publication” is an intellectual contribution that meets the following requirements: (1) it was subjected to a documented formal peer or editorial review process; and (2) it is readily available for public scrutiny in a library or through an on-line retrieval service.

4. Generally, any intellectual contribution will exist in a public written form and will be available for scrutiny by academic peers or practitioners, i.e., proprietary and confidential research and consulting reports do not qualify as intellectual contributions.

Individual responsible for monitoring process: Associate Dean for Academics
Review cycle: Every 2 years

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**Previous Criteria**
- 2007 Criteria for Establishing Qualifications of Faculty (Academically & Professionally)

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